

77-38628

10 AM

Mr. Jim King  
Presidential Personnel Office  
The White House  
Washington, D. C. 20500

Dear Mr. King:

This confirms the oral report given Mr. Mendez by Mr. Lawrence Woodward of this office regarding your memorandum on the Non-Career Personnel Job File. This Agency has neither Non-Career Executive Assignment nor Schedule C positions.

Sincerely,

F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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Executive Secretary  
77-36771

## THE WHITE HOUSE

WASHINGTON

July 26, 1977

## MEMORANDUM FOR THE HEADS OF

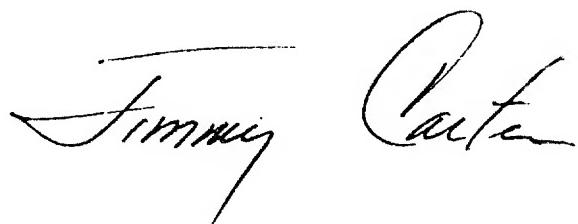
## DEPARTMENTS AND AGENCIES

SUBJECT: Affirmative Action

Last March I wrote to each of you concerning my commitment to affirmative action in the Executive Branch. I indicated that at some future time I would expect progress reports on affirmative action from the executive departments and agencies.

I have directed the Presidential Personnel Office at the White House to assume responsibility for monitoring progress on affirmative action hiring for non-career positions throughout the Executive Branch.

The Presidential Personnel Office will be briefing each department or agency on the reporting procedures which have been established. If you have other ideas as to how affirmative action might be strengthened, please send them to me through the Presidential Personnel Office.



THE WHITE HOUSE

WASHINGTON

71-361971  
11-10-1977

July 26, 1977

MEMORANDUM FOR THE HEADS OF  
DEPARTMENTS AND AGENCIES  
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*Jimmy Carter*

(EXECUTIVE REGISTRY FILE) White House

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EXECUTIVE SECRETARIAT  
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5	DDI				
6	DDA		✓		
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers	✓			
14	D/S				
15	DTR				
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17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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THE WHITE HOUSE

WASHINGTON

July 27, 1977

MEMORANDUM FOR THE HEADS OF

DEPARTMENTS AND AGENCIES

FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Non-Career Personnel Job File



I. Introduction

At the President's direction, this office has established a program to monitor progress in non-career hiring in Executive departments.

Our goal is to provide the President with timely reports on the progress of hiring for non-career positions. The Presidential Personnel Office has developed an automated data file for non-career positions. The task of the departments and agencies will be to furnish us with information concerning non-career positions and certain biographical information concerning incumbents occupying these positions.

II. Reporting Job and Incumbent Information

A. Positions Included:

The following excepted positions should be included in each report: Non-Career Executive Assignments (NEA's) and Schedule C positions. Information should be reported for all authorized positions, whether encumbered or vacant.

B. Reporting Timetable:

An initial report should be submitted to the Presidential Personnel Office (Attn: Job File) by the close of business, Wednesday, August 3, 1977.

This report should include information on all current positions and incumbents. Therefore, a report should be completed every month and forwarded to this office by the 10th of the following month. The monthly report should include all changes since the previous report:

- New positions created or eliminated
- Vacancies filled
- New vacancies

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SUBJECT: Non-Career Personnel Job File

C. Reporting Format:

Attached is a report form which should be used to report position and incumbent information. One copy of the form should be completed for each position reported, both vacant and encumbered. The top half of the form is for reporting information concerning the position; the bottom half is for reporting biographical information concerning incumbents.

1. Job Information

- a. City. The city in which the job is located
- b. State. Two letter Postal Service state abbreviation. If not in US, use ZZ. See Attachment.
- c. Region. Coded federal region of jurisdiction. Leave blank if not a regional job. e.g.,

FD01      Federal Region I

FD02      Federal Region II

etc.

- d. Country. As indicated. Blank if USA.
- e. Position. Complete title for the position.
- f. Type. Type of appointment: NEA, C
- g. Grade. Salary grade of position according to the following schedule:

WOC	Without Compensation
NE	Grade Not Established
LVL#	Executive Level
GS##	General Schedule
GG##	Administrative Grades
WG## , WB##	Blue Collar Wage Grades
WS##	
FO##	Foreign Service Officer
FR##	Foreign Service Reserve Officer

Page 3

SUBJECT: Non-Career Personnel Job File

h. Salary. Yearly, daily, or hourly salary.

i. Pay basis. Complete according to the following schedule:

I Intermittent, When Actually Employed

PD Per Diem

PH Per Hour

GB During Good Behavior

NT Not to exceed

2. Incumbent Information

Complete this part of the form for each position for which there is an incumbent. Leave blank if the position is vacant.

a. Name. First and last.

b. Date of appointment. Date incumbent assumed office. Use six digit form - year, month, day e.g., June 30, 1977 = 770630.

c. Date of initial appointment. If the incumbent has been reappointed only, show the date of first appointment.

d. Date vacated. Date office vacated. Leave Blank if position encumbered.

e. Race. According to the following schedule:

A Asian

B Black

H Hispanic

NA Native American

W White

O Other

f. Ethnic. Background according to the following schedule:

Page 4

SUBJECT: Non-Career Personnel Job File

10	Caucasian
15	German/Austrian
20	Scandinavian
25	Irish
30	Italian
35	Polish
40	French
45	Russian
50	Other East European
55	Middle Eastern
60	Spanish Speaking
65	Black
70	American Indian
80	Asian/Oriental
85	Other

- g. Sex. M or F.
- h. YOB. Year of birth. Indicate last two digits of year of birth, e.g., 1931 = 31.
- i. Domicile. State of voting residence. Use two letter abbreviation.
- j. Veteran. Indicate status according to the following numerical codes. Otherwise, leave blank.

1	Veteran
2	Disabled Veteran
3	Viet Nam Veteran
4	Disabled Viet Nam Veteran

- k. Handicapped. Indicate "Y" if handicapped, otherwise leave blank.
- l. Status. Indicate career status of incumbent according to the following schedule:

S	Status in position
VP	Veteran's Preference
VP-S	Veteran's Preference with Status in position
CA	Career Ambassador
CM	Career Minister
C	Career
NC	Non career
M	Military incumbent

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SUBJECT: Non-Career Personnel Job File

FSO	Foreign Service Officer
FSIO	Foreign Service Information Officer
FSRO	Foreign Service Reserve Officer
FSRU	Foreign Service Reserve Unlimited Officer
FSSS	Foreign Service Staff Officer

- m. Mailing address. Street, City, State (two letter abbreviation) and zip code.
- n. RPhone. Residence telephone, including area code.
- o. BPhone. Business telephone.
- p. Background. One letter code according to the following table:

A	Civil Service
B	Foreign Service Officer
C	Federal Legislative
D	Career Military
G	Business
H	Journalism
I	Foundations
J	Religion
N	Legal
P	Education/University-Teacher
R	State and Local Government
T	Labor

Attachment

## PRESIDENTIAL PERSONNEL JOB FILE

CITY _____	STATE _____	REGION _____	COUNTRY _____
POSITION _____	TYPE _____		
GRADE _____	SALARY _____	PAY BASIS _____	
NAME (FIRST) _____	(LAST) _____		
DATE APPOINTED _____	DATE INITIAL APPT _____		
DATE VACATED _____	RACE _____	ETHNIC _____	
SEX _____	YOB _____	DOMICILE _____	VET _____
STREET _____		HANDICAPPED _____	STATUS _____
CITY _____	STATE _____	ZIP _____	
RPHONE _____	BPHONE _____	BACKGROUND _____	

Remember to fill top half of form if job is vacant.

STATE

Print two letter abbreviation for State of residence as follows:

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Canal Zone	CZ	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SK
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

NOTE: If Foreign address is given, complete two blocks with the Code ZZ.

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Executive Registry

77-3674

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 3, 1977

TO: DEPARTMENT AND AGENCY SENIOR LEVEL PERSONNEL  
FROM: JAMES B. KING, DIRECTOR, PRESIDENTIAL PERSONNEL  
RE: AFFIRMATIVE ACTION

As you know President Carter is committed to Affirmative Action. To assist you in helping to realize this commitment, the Presidential Personnel Office has approximately 20,000 candidates whose qualifications have been professionally reviewed for specific job categories in agencies and departments. These candidates' resumes are available for you to review. They include many qualified affirmative action candidates, i.e. women, blacks, hispanics, Native Americans, Asian Americans, disabled, and ethnics. Our staff will also assist you in locating additional candidates if needed.

Please call us at 456-2995.

White House

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## EXECUTIVE SECRETARIAT

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6	DDA		✓		
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt	✓			
13	D/Pers	✓			
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS		✓		
20	D/EEO		✓		
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